

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CERTIFIED FOOD SERVICE SUPERVISOR
CLASS CODE: 4009

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: AMENDED 4/22/08 (Revised 1/20/98 version)
DEPARTMENT: SHERIFF

JOB SUMMARY

Under general direction of Lieutenant, oversees operation of the Utah County Jail Kitchen. Supervises kitchen staff and inmate workers.

CLASS CHARACTERISTICS

This is a supervisory classification level requiring P.O.S.T. corrections specialist certification.

ESSENTIAL FUNCTIONS

Trains, schedules, and directs the cooks and other kitchen staff in their duties.
Evaluates the performance of employees.
Ensures that kitchen operations and storage meet health and sanitation codes.
Creates and amends policies and procedures for effective and efficient jail kitchen operation.
Monitors food expenditures, submits budgets, coordinates food purchases, and receives and validates deliveries.
Maintains necessary records and ensures that equipment is properly maintained.
Supervises inmate workers by reporting injuries, mediating disputes, and monitoring behavior.
Plans and maintains continual five-week menus to simplify purchasing and to ensure meal variety and nutrition.
Informs jail officers of food distribution procedures.
Controls access to food, kitchen equipment, and utensils.
Maintains security of both inmates and staff.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Repairs kitchen equipment.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities; Knowledge of food service sanitation, food storage, and inventory procedures; Knowledge of special-diet meal preparation and menu design; Ability to communicate instructions clearly; Ability to read and follow written instructions; Skills with kitchen equipment and machines; and Skills in supervisory techniques including budget preparation and tracking; skilled in management of very large and highly complex food services operations with extensive safety and risk issues involved.

PHYSICAL DEMANDS

Regularly walk, stand, or stoop; Frequently lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; and Communicate via radios

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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WORKING CONDITIONS

Work is performed in an environmentally controlled room and in a partially environmentally controlled building; Work is performed in a very noisy and highly volatile environment with complex and potentially dangerous conditions for staff and inmates; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to contagious or infectious diseases or hazardous chemicals; Work requires use of protective devices such as masks, goggles, and gloves; Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions; and Work exposes incumbent to possible bodily injury from equipment and inmates.

EDUCATION AND EXPERIENCE

Associate degree or two (2) years of specialized training in food service management and four (4) years of institutional food service experience of which one (1) year was as a supervisor. Equivalent combinations of education and experience may also be considered..

LICENSING AND CERTIFICATION

Must possess a valid State of Utah driver's license; and must obtain within the first six (6) months of employment in this position P.O.S.T. certification as a corrections specialist, including successful completion of 40 hours training annually.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.